



**P.R.I.S.M.**  
**Prevention, Retention, Investment and Safety Management**

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# **WEST VALLEY STAFFING GROUP'S INJURY AND ILLNESS PREVENTION PROGRAM**

**(REVIEWED : MARCH 2014)**

## **POLICY:**

It is the policy of West Valley Staffing Group (WVSG) to provide its employees with a reasonably safe place to work. To this end, at the direction of the President of WVSG, no employee will be permitted to perform any work for which they have not been properly trained and equipped or which they feel is unsafe.

## **RESPONSIBILITY:**

The Injury and Illness Prevention Program (IIPP) Administrator, Ms. Nancy Mignosa, has the authority and the responsibility for implementing and maintaining the IIPP for West Valley Staffing Group (WVSG). In conjunction with WVSG's clients, managers and supervisors are responsible for enforcement of the IIPP's policy and procedures. A copy of the IIPP will be provided to all managers and supervisors. It will also be available from the IIPP Administrator, Human Resources Generalist, and CFO.

## **COMPLIANCE:**

All regular and temporary employees, including managers and supervisors, are responsible for complying with safe and healthful work practices. Our system of ensuring that workers comply with these practices includes some or all of the following practices:

- Informing workers of the provisions of our IIPP.
- Evaluating the safety performance of workers.
- Recognizing employees who perform safe and healthful work practices.
- Providing training to workers whose safety performance is deficient.
- Disciplining workers for failure to comply with safe and healthful work practices.

## **COMMUNICATION:**

All managers and supervisors are responsible for communicating with regular and temporary workers about occupational safety and health matters in a form readily understandable by the workers. Our communication system encourages workers to inform their managers and supervisors about workplace hazards without fear of reprisal.

Upon hiring, management will identify any temporary workers with special communication needs. In conjunction with WVSG's clients, management will ensure that such workers understand the safety and health requirements before being assigned to duties exposing them to workplace hazards. Our communication system includes some or all of the following:

- New worker orientation including a discussion of safety and health policies and procedures.
- Review of WVSG's IIPP.
- Workplace safety and health training programs.
- Effective communication of safety and health concerns between workers and supervisors, including translation where appropriate.
- Posted or distributed safety information.
- A system for workers to anonymously inform management about workplace hazards.
- Communication about general safe work practices and with respect to hazards unique to each employee's job assignment.

## **HAZARD ASSESSMENT:**

Periodic inspections to identify and evaluate workplace hazards shall be performed by competent WVSG and client observers in the following areas according to the following schedule:

- When we initially established our IIPP;
- When new substances, processes, procedures or equipment which present potential new hazards are introduced into our workplace;
- When new, previously unidentified hazards are recognized;
- When occupational injuries and illnesses occur;
- When we hire and/or reassign regular or temporary workers to processes, operations, or tasks for which a hazard evaluation has not been previously conducted;
- Whenever workplace conditions warrant an inspection.

Periodic inspections consist of identification and evaluation of workplace hazards utilizing WVSG's Hazard Assessment and Control Survey form (Appendix "A") and any other effective methods to identify and evaluate workplace hazards.

## **ACCIDENT/EXPOSURE INVESTIGATIONS:**

Procedures for investigating workplace accidents and hazardous substance exposures include:

- Interviewing injured workers and witnesses;
- Examining the workplace for factors associated with the accident/exposure;
- Determining the possible causes of the accident/exposure;
- Taking corrective action to prevent the accident/exposure from reoccurring; and
- Recording the findings and actions taken to prevent future accidents.

Managers and supervisors (or employees when necessary) will report to the Quality Administrator, Human Resources Generalist, or Director of Safety Administration, injuries/accidents within one hour of being made aware of such occurrences. At the direction of council, the referenced individuals fulfilling the roles stated above will undertake or direct the appropriate individual to complete the WVSG Accident Investigation Report form (Appendix "C").

## **HAZARD CORRECTION:**

Unsafe or unhealthy work conditions, practices or procedures shall be corrected when observed or discovered. When an imminent hazard exists which cannot be immediately abated without endangering workers and/or property, we will remove all exposed workers from the area except those necessary to correct the existing condition. Workers necessary to correct the hazardous condition shall be provided with the appropriate and necessary protection.

## **TRAINING AND INSTRUCTION:**

All regular and temporary workers, including managers and supervisors, shall have training and instruction (by WVSG) on general and (by the client) on job-specific safety and health practices. Training and

instruction can be provided through on-site safety meetings, flyers and presentations. Any training and instruction shall be provided as follows:

- When the IIPP Program is first established;
- To all new workers
- To all workers given new job assignments for which training has not been previously provided;
- Whenever new substances, processes, procedures or equipment are introduced to the workplace and represent a new hazard;
- Whenever the WVSG is made aware of a new or previously unrecognized hazard;
- To supervisors to familiarize them with the safety and health hazards to which workers under their immediate direction and control may be exposed; and
- To all workers with respect to hazards specific to each employee's job assignment.

Workplace safety and health practices for all industries using temporary workers include, but are not limited to, the following:

- Explanation of WVSG's IIPP and the site specific IIPP, emergency action plan and fire prevention plan, and measures for reporting any unsafe conditions, work practices, injuries and when additional instruction is needed.
- Use of appropriate clothing, including gloves, footwear, and personal protective equipment.
- Prevention of musculoskeletal disorders, including proper lifting techniques.
- Information about chemical hazards to which employees could be exposed and other hazard communication program information.
- Availability of toilet, hand-washing and drinking water facilities.
- Provisions for medical services and first aid including emergency procedures.
- Recording of training and instruction form (Appendix "B").

## **RECORDKEEPING:**

1. Records of hazard assessment inspections, including the person(s) or person conducting the inspection, the unsafe conditions and work practices that have been identified and the action taken to correct the identified unsafe conditions and work practices, are recorded on a hazard assessment and correction form (Appendix "A").
2. Documentation of safety and health training for each worker, including the worker's name or other identifier, training dates, type(s) of training, and training providers are recorded on a worker training and instruction form (Appendix "B").
3. Inspection records and training documentation will be maintained for at least three years.

## **LIST OF TRAINING SUBJECTS:**

WVSG will provide general training and site specific training will be provided by the clients pursuant to their IIPP and in accordance with site-specific activities and conditions.

WVSG's initial and periodic general safety training will include:

- IIPP (WVSG's and client's)
- First aid/CPR
- Ergonomics

- **Machine guarding**
- **Hazardous materials**
- **PPE**
- **Electrical hazards**
- **Fire Prevention**
- **Emergency action**
- **Housekeeping/sanitation**

## **HAZARD ASSESSMENT AND CORRECTION RECORD:**

WVSG will conduct and maintain records of Hazard Assessments (Appendix "A"). Client Hazard Assessments and Corrective Record will be made in accordance with their IIPP and applicable standards.

- **Date of inspection**
- **Name of individual conducting inspection**
- **Observations of "unsafe" condition or activity**
- **Actions taken to minimize or mitigate "unsafe" condition or activity**

## **ACCIDENT/EXPOSURE INVESTIGATION REPORT:**

The Accident/Exposure Investigation Report form (Appendix "C") will be completed by the individual directed and is intended to capture information necessary to help determination the probable cause of the accident and/or exposure. The report will contain:

- **Date & time of accident/exposure**
- **Location**
- **Accident description**
- **Personnel involved**
- **Transitory evidence**
- **Corrective actions taken**

## **WORKER TRAINING AND INSTRUCTION RECORD:**

In conjunction with other training records WVSG will utilize a standard form (Appendix "B") for the recording of employee trainings.